

<b>OUTFITTERS &amp; GUIDES LICENSING BOARD</b>	<b>POLICY MANUAL</b>	<b>POLICY NUMBER:</b> 4004 - 2002	<b>PAGE NUMBER:</b> 1 of 2
		<b>SUBJECT:</b> Agency Vehicle Policy	Adopted: 7/22/1995 Revised: Reformatted: 10/16/02

## **1.00.00      POLICY OF THE AGENCY**

It is the policy of the Outfitters and Guides Licensing Board that the Agency complies with applicable state statutes regarding the State Vehicle Policy.

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## **3.00.00      REFERENCES**

## **4.00.00      PROCEDURE**

### **4.01.00      PERSONAL AND UNOFFICIAL USE VEHICLE**

- 4.01.01      The use of state vehicles for any unofficial business is specifically and strictly prohibited.

### **4.02.00      OFFICIAL USE**

- 4.02.01      The purpose of IOGLB vehicles is to provide transportation during the course of staff duties, which may include travel in and out of the State of Idaho. Because travel includes off hours, vehicles may be parked at staff homes for short periods including overnight and weekends. Vehicles will be utilized at the discretion of the Executive Director.

### **4.03.00      FAMILY MEMBERS**

- 4.03.01      It will be considered permissible for an employee, while on duty, to occasionally take a member of his or her family along in a state vehicle when doing so would not increase the mileage or detract from the amount or quality of work to be done.
- 4.03.02      Acting within the spirit and the meaning of this authorization will call for moderation and good judgment. Any abuses, such as a Department vehicle being seen at bars, or any type of establishment that is not suitable for an official vehicle would soon become an item of public interest, and may not be an image that the Licensing Board would want to project. In those instances other control measures will have to be put

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into effect that will severely limit the use of the Board's vehicle(s).

#### 4.04.00 TRAFFIC REGULATIONS – PERSONAL LIABILITY

- 4.04.01 State and local traffic regulations must be observed at all times. Any employee committing an infraction of such regulations shall be personally liable for any damage if the employee is acting outside the course and scope of his/her duty and may be subject to disciplinary action. Employees shall be personally liable for any fines arising from infractions of state and local traffic regulations. State automobiles may be driven only by employees of the state who possess a valid operator's license. Seat belts must be worn at all times while driving or riding in state vehicles.